

---

# MASSACHUSETTS

## CONSTRUCTION SUPERVISORS LICENSING EXAMINATIONS

---

---

---

---

---

---

---

---

### BULLETIN OF INFORMATION

---

---

---

---

---

---

---

---

**For Examinations May 1, 2005 and Later**

Published by



1260 Energy Lane  
St. Paul, MN 55108  
800-813-6671  
TDD: 800.790.3926  
Fax: 800.347.9242  
[www.exporonline.com](http://www.exporonline.com)

**Providing License Examinations for the State of Massachusetts**

© 2005, Thomson Prometric, a part of the Thomson Corporation. All Rights Reserved.

---



## CONTENTS

Obtaining a Construction Supervisors License .....	1	What to Bring to the Examination .....	4
Requirements .....	1	Regulations at the Test Center .....	4
Receiving Your License .....	1	Examination Results .....	4
Examination Registration Form Procedures .....	1	Release of Score Information .....	4
The Examination Process .....	2	Understanding Exam Results .....	4
Examinations by Thomson Prometric .....	2	Retaking An Examination .....	5
Examination Eligibility .....	2	How Exam Results Are Determined .....	5
Examination Registration .....	2	Description of the License Examination Categories .....	5
Examination Fees .....	2	Unrestricted.....	5
Scheduling the Examination .....	2	Restricted (One- and Two-Family Only) .....	5
Internet Scheduling .....	2	Restricted Masonry Only .....	5
Phone Scheduling .....	2	Format of the Exams for Unrestricted and Restricted	
Rescheduling Your Appointment .....	3	(One- and Two-Family Only) .....	5
Absent From Your Appointment .....	3	Exam Content Outlines .....	6
Examination Registration Expiration .....	3	Unrestricted and Restricted	
Emergency Closing.....	3	(One- and Two-Family Only) .....	6
Special Test Considerations .....	3	Restricted (Masonry Only).....	7
Americans With Disabilities Act (ADA) .....	3	Sample Questions — Unrestricted and Restricted	
Appeal Committee.....	3	(One- and Two-Family Only) .....	7
Copyrighted Exam Questions .....	3	Examination Registration Form .....	9
Taking the Examination .....	3		

## FOR MORE INFORMATION

All questions and requests for information about examinations should be directed to:

**Thomson Prometric**  
**1260 Energy Lane**  
**St. Paul, MN 55108**  
**Voice: 800.626.0750**  
**TDD User: 800.790.3926**  
**Fax: 800.347.9242**  
**www.experioronline.com**

Questions about license applications should be directed to:

**State of Massachusetts**  
**Board of Regulations and Standards**  
**One Ashburton Place, Room 1301**  
**Boston, MA 02108**  
**617-727-3200**

### PROCESS SUMMARY

- Read and understand this Bulletin.
- Follow *The Examination Process* that starts on Page 2.
- Mail your completed Examination Registration Form on Pages 9 and 10 (signed and notarized) with the \$100 examination fee to Thomson Prometric.
- After submitting your registration form, you must schedule your examination appointment. See *Scheduling the Examination* on Page 2.
- Bring proper identification to the test center. See *What to Bring to the Examination* on Page 4.
-



## OBTAINING A CONSTRUCTION SUPERVISORS LICENSE

### Requirements

1. You must take and pass a Construction Supervisors Licensing Examination. Indicate the type of license you are applying for by checking the appropriate box on the registration form for one of the following: 1) **Unrestricted** (35,000 cubic feet of enclosed space and one- and two-family dwellings); 2) **Restricted—One- and Two-Family Dwellings**; 3) **Restricted—Masonry Only**.
2. You must be at least 18 years old at the time of the exam.
3. You must provide a notarized signature indicating: 1) you have read and understand this Bulletin; 2) the truthfulness of the information provided on the registration form; and 3) that you have filed all state tax returns and paid state taxes. Information provided will be used by the state to determine eligibility for licensure.
4. Only candidates who have not previously passed an examination in the same license class and/or received a license in the same class are eligible to take the examination. Refer to *Examination Eligibility* on Page 2 for exceptions.
5. You must have at least three years of experience in building construction or design in the field in which you desire to be licensed. Note the following:
  - **Your work experience need not be consecutive, but you MUST document a minimum of 36 months of full-time work experience. Include the month and year that you began and ended working for each employer.**
  - Successful completion of a three or four year vocational high school or other vocational school program in the field of building construction shall be deemed as satisfying **one year** of the required three years experience.
  - Union affiliation is not acceptable as work experience. List the names and addresses of the employer(s) for whom you worked as a union member.
  - You must have worked full-time (a minimum of 40 hours per week) for any employer you list on your registration form. No part-time employment (less than 40 hours per week) will be counted toward the required 36 months of experience.
  - **If you are an independent contractor**, provide your company name and address, years you have been self-employed, employer names and addresses, and duties you have performed for each employer. With the exception of the vocational education noted above, schooling will not be accepted as work experience.
6. You must list your duties as they directly relate to the field of building construction or design. Do not give only your title, but also the duties associated with that title for each employer on the registration form. For example, if you were self-employed, list the specific duties you performed, (e.g., masonry, framing, form work) not simply that you were self-employed or that you are president or owner of a company.

*If you do not clearly indicate a minimum of 36 months of full-time work experience or if you do not fulfill any of the other requirements, the registration form and exam fee will be returned to you for correction(s).*

**CAUTION:** Your notarized signature is required on the Examination Registration Form. Falsifying information on any part of this application, if demonstrated to be true, shall be cause for forfeiture of all exam administration and license application fees and shall result in the revocation of any license issued under provisions defined in this Bulletin and the Commonwealth's license regulations (780 CMR R5). Thomson Prometric intends to subject a random sampling of candidate applications to electronic search mechanisms to determine the truthfulness of information provided. Search results suggesting that false information has been provided shall cause Thomson Prometric to forward the application to the Commonwealth of Massachusetts, Board of Building Regulations and Standards for further investigation.

### Receiving Your License

If you earned a passing score, you will receive instructions for obtaining your license on your Score Report. The \$150 fee for your license **must be received within one year** from the date of your exam at the State Board of Building Regulations and Standards, One Ashburton Place, Room 1301, Boston, MA 02108. Your full name must be typed or legibly printed on your bank check or money order; no personal checks will be accepted by the Board. Failure to comply with these regulations may require you to take the exam again.

**Processing of your license should be completed within 30 to 60 days of receipt of your request.**

### Examination Registration Form Procedures

1. Read this Bulletin and complete both sides of the Examination Registration Form on Pages 9 and 10.

**IMPORTANT:** The registration form will be returned if the form is incomplete, your signature is not included, signature is not notarized or payment is omitted. Your signature will also indicate that you have read and understand the contents of this Bulletin.
2. Mail the completed registration form with a company check, cashier's check, money order, Visa or MasterCard payable to Thomson Prometric in the amount of **\$100** to:

**Thomson Prometric  
ATTN: MA Construction Supervisors Program  
1260 Energy Lane  
St. Paul, MN 55108**

## THE EXAMINATION PROCESS

### Examinations by Thomson Prometric

The Board of Building Regulations and Standards for the State of Massachusetts has contracted with Thomson Prometric (formerly Experior Assessments) to conduct its examination program. Thomson Prometric provides computerized examinations through the multi-state Prometric Testing Network of testing centers. You may test at any Prometric testing center across the United States. Thomson Prometric works closely with the Board and its Examination Review Workshop to assure that examinations meet the requirements and professional test development standards. All questions and requests for information about examinations should be directed to:

**Thomson Prometric**  
1260 Energy Lane  
St. Paul, MN 55108  
800.626.0750  
TDD User: 800.790.3926  
Fax: 800.347.9242

### Examination Eligibility

To be eligible to register for an examination the candidate must:

- be at least 18 years of age, and
- have a minimum of **three years** of experience in building construction or design in the field in which a license is desired, and
- have **not** previously passed an examination in the same license class and/or received a license in the same class.

**Exceptions:** 1) individuals whose licenses have exceeded the renewal period as prescribed by 780 CMR R5; 2) individuals as ordered by the License Review Committee (See 780 CMR R5).

### Examination Registration

To register for an exam, you must:

- Review this Bulletin and understand the conditions set forth.
- Complete the Examination Registration Form on Pages 9 and 10; include your notarized signature.
- Submit the registration form and the appropriate fee to Thomson Prometric. Payment may be made by company check, cashier's check, money order, Visa or MasterCard.

Improperly completed registration forms or forms submitted without the appropriate fee will be returned to the candidate.

**NOTE:** When filling in the Work Experience portion of the Registration Form, list your **specific duties** (e.g., framing, masonry, form work, siding, etc.). **Do not use general terms**, such as "built a house" or "construction," and do not use terms such as "president" or "owner" of a company. Registration forms will be returned if specific duties are not listed in the designated area. If you are self-employed, list the years and specific duties of your employment and your **company name**, address, and

phone number in the space for employer. Persons who are self-employed must work full-time and have a minimum of three years of experience in the construction field to fulfill the eligibility requirements.

### Examination Fees

The exam fee is \$100 payable to Thomson Prometric. You may pay by company check, cashier's check, money order, Visa or MasterCard. Personal checks and cash are not accepted.

**Fees are nontransferable and nonrefundable.**

### Scheduling the Examination

Approximately seven to 10 days after mailing the Registration Form and fee, you should **schedule** your examination appointment.

Testing does not take place on the following holidays or weekends on which the holiday falls:

- |                          |                                     |
|--------------------------|-------------------------------------|
| ▪ Martin Luther King Day | ▪ Labor Day                         |
| ▪ Presidents Day         | ▪ Thanksgiving Day and Friday after |
| ▪ Memorial Day           | ▪ Monday after Christmas            |
| ▪ Independence Day       | ▪ Friday before New Year's weekend  |

### Internet Scheduling

You may schedule your examination appointment online using our Internet Scheduling Service at [www.experioronline.com](http://www.experioronline.com). To use this service, follow these easy steps:

- Go to [www.experioronline.com](http://www.experioronline.com) and select Test Takers.
- Choose **Massachusetts** from the list of states provided.
- Under **Construction**, click on **Construction license exams**.
- Click on **Schedule online** to create your own user ID and password.
- Follow the simple, step-by-step instructions to complete the **scheduling** process. Please have your MasterCard or Visa available for online payment of examination fees.
- Complete the process by scheduling your examination appointment online.

### Phone Scheduling

You may schedule your examination appointment by calling Thomson Prometric at 800.626.0750 between 8 a.m. and 9 p.m. (Eastern time), Monday through Friday. Schedule your exam early to get your preferred site and time.

**Note:** If you require ADA accommodations, you must schedule your examination by calling 888.226.9406.

## RESCHEDULING YOUR APPOINTMENT

To avoid a rescheduling fee, you must call Thomson Prometric at least **three full business days** before the day of your scheduled appointment. **Before you call to reschedule**, refer to the chart below to determine the *last day* you may call without paying a \$40 rescheduling fee.

*Note: The schedule below does not include holidays.*

If your exam is on:	Call by 9 p.m. Eastern time the previous: (This is the last day you may call without paying a rescheduling fee.)
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

If you do not allow at least three full business days to reschedule your appointment, as described above, you will be required to pay a \$40 rescheduling fee prior to choosing another appointment. To pay this fee using Visa or MasterCard and reschedule your appointment, call Thomson Prometric. You may also pay the \$40 rescheduling fee by mailing a company check, cashier's check, money order, Visa or MasterCard information.

## ABSENT FROM YOUR APPOINTMENT

If you are unable to attend your scheduled examination due to illness or emergency, the rescheduling fee will be waived. Thomson Prometric reserves the right to request documentation to support your illness or emergency claim.

If you miss or are late arriving for your appointment, you will be assessed a \$40 rescheduling fee prior to choosing another appointment. To reschedule your exam appointment, please call Thomson Prometric at 800.626.0750. This fee will allow you to use your original examination registration.

## EXAMINATION REGISTRATION EXPIRATION

Your examination registration remains valid for 90 calendar days after it has been processed and will expire without further notice at that time. If you allow your examination registration to expire, you must re-register. Another Examination Registration Form and \$100 exam fee are required.

## EMERGENCY CLOSING

In the event of severe weather or emergencies, Thomson Prometric may need to cancel scheduled exams. In this situation, Thomson Prometric personnel will attempt to contact you via telephone; however, you may check on test site closures by calling Thomson Prometric registration at 800.626.0750. Exams will be rescheduled at your earliest convenience, without a rescheduling fee, if a site is closed by Thomson Prometric.

## Special Test Considerations

### AMERICANS WITH DISABILITIES ACT (ADA)

If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Thomson Prometric at 888.226.9406 to obtain an Accommodation Request Form. Reasonable testing accommodations are provided to allow candidates with documented disabilities, which are recognized under the Americans with Disabilities Act (ADA), an opportunity

to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations. Registration and scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.790.3926.

## Appeal Committee

Our goal is to provide a quality examination and pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response concerning the exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must include your name, Social Security number, exam title, date tested and details of your concern including all relevant facts, your signature and return address. Mail your appeal letter to:

**Thomson Prometric**  
**ATTN: Appeal Committee**  
1260 Energy Lane  
St. Paul, MN 55108

The Appeal Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted, as an original signature is required.**

## Copyrighted Exam Questions

All test questions are the copyrighted property of Thomson Prometric. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

## Taking the Examination

Your examination will be given by computer at a Prometric testing center. You do not need any computer experience or typing skill to take this examination. You will have a personalized introduction to the testing system and an introductory lesson, which takes place on the computer, before you start your exam. You should arrive at least 30 minutes before your scheduled examination appointment in order to verify your identification and sign in.

You must present a valid form of identification before you may test, and it must meet the following criteria:

- the document must be government-issued (driver's license, passport, state-issued identification card or military identification);

- it must have a current photo or physical description and your signature; and
- the name on the identification must be the same as the name used to register for the examination (including designations such as “Jr.” or “III,” etc.).

Failure to provide appropriate identification at the time of the examination is considered a missed appointment. If you cannot provide the identification as listed above, contact Thomson Prometric before scheduling your exam appointment to arrange for an alternative way to meet this requirement.

## What to Bring to the Examination

**You MUST bring the following to the test center:**

- A copy the *Massachusetts State Building Code, Sixth Edition (as amended)*, **INCLUDING** a copy of Chapter 36 (*Massachusetts State One- and Two-Family Dwelling Code, 6th Edition*). This is available for purchase by writing to The State Bookstore, State House, Room 116, Boston, MA 02133 or call 617.727.2834.
- Current driver’s license, passport, military or state-issued identification card (Government or State issued identification only). See *Taking the Examination* for identification criteria. **You will not be permitted to test without proper identification.**

**Note:** You may bring a silent calculator or slide rule for use at the test center. Refer to *Regulations at the Test Center* for type of calculator permitted.

## Regulations at the Test Center

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center:

- Candidates will be permitted to use the *Massachusetts State Building Code*. Highlighting, tabs and written notes in the *State Building Code* are permitted prior to arriving at your examination appointment. However, during the exam you may **NOT** write in the Code Book.
- Candidates may not use any other reference materials, papers or study materials at the test center. Candidates found with these or any other aids will not be allowed to continue the exam, and their answers will not be scored.
- Candidates may bring a calculator or slide rule to the test center. Note that only silent, hand-held, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. **NO CONSTRUCTION CALCULATORS ARE ALLOWED.**
- Do **NOT** bring any loose papers or any books other than the Code into the testing room.
- Electronic communication equipment such as tape recorders, cell phones or beepers are not permitted in the testing room.
- Digital watches are not permitted in the testing room.
- No valuables or weapons should be brought to the testing center.

- Keys and wallets may be brought into the testing center and placed in a locker provided. Thomson Prometric is not responsible for items left in the reception area.
- Any candidate that leaves the examination room while an exam is in progress must sign out/in on the Roster and will lose exam time.
- Candidates will not be permitted to use the phone during breaks.
- No guests, visitors or family members are allowed at the testing center.
- Under no circumstances will candidates be permitted to work beyond the allotted time for the examination. Time limits are generous and all candidates should have ample time to answer all questions and check their work.
- Candidates who engage in any kind of misconduct or disruptive or offensive behavior, such as giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, rude or offensive language, or behavior that delays or interrupts testing, may be dismissed from the examination.

Failure to follow any of these security procedures may result in the disqualification of your examination. Thomson Prometric reserves the right to videotape any examination session.

## Examination Results

At the end of your exam, your score will be shown on screen and you will receive a printed Score Report. Any questions or comments you have about your examination should be directed to Thomson Prometric.

### RELEASE OF SCORE INFORMATION

Exam scores are released only with the candidate’s written consent. The Examination Registration Form constitutes written authorization for Thomson Prometric to release exam scores to the Massachusetts State Board of Building Regulations and Standards. To ensure confidentiality, exam results **will not** be released over the phone or faxed.

### UNDERSTANDING EXAM RESULTS

A panel of experts in the construction field established the recommended passing score for the Massachusetts Construction Supervisors Licensing Examinations by determining the minimum knowledge needed to be licensed as either a restricted (one- and two-family dwellings only or masonry only) or unrestricted construction supervisor. Candidates who have indicated, through their performance on the exam, that they possess these qualifications will receive a score report with the word **“PASS”** printed on it. Numerical passing scores are not reported to passing candidates to avoid potential misuse of the scores in hiring.

Candidates who do not pass the exam will receive a score report with the word **“FAIL”** printed on it. The score report will also contain the candidate’s numerical score and a Strength and Weakness Report.

## RETAKING AN EXAMINATION

If you do not pass your examination, you must complete another registration form and submit with another \$100 exam fee. You may take the examination twice in a 90-day period. Once the 90-day period expires, you can again take the exam twice in the next 90-day period. There is no limit to the number of times you may take the examination.

## HOW EXAM RESULTS ARE DETERMINED

There is more than one form of each exam. These forms were developed from the same set of content specifications; however, the level of difficulty may vary slightly because different questions appear on different forms. Since it would be unfair to require a candidate taking a slightly more difficult form of the exam to answer as many questions correctly as a candidate taking a less difficult form, a statistical procedure known as equating is used to correct for the differences in level of difficulty.

## DESCRIPTION OF THE LICENSE EXAMINATION CATEGORIES

### UNRESTRICTED

According to the Massachusetts Building Code, Section 108.3.5 & Section 116.0, individuals who directly supervise persons engaged in construction, reconstruction, alteration, repair, removal, or demolition involving any activity regulated by the code for:

- buildings containing less than 35,000 cubic feet of enclosed space;
- one- and two-family dwellings or any accessory building thereto irrespective of size;
- buildings used for farm purposes; and
- retaining walls less than 10 feet in height at all points along the wall as measured from the base of the footing to the top of the wall .

Must possess a current unrestricted construction supervisor's license.

### RESTRICTED (ONE- AND TWO-FAMILY ONLY)

Individuals who hold a restricted (one- and two-family only) construction supervisor's license shall be limited to direct

supervision of persons engaged in construction, reconstruction, alteration, repair, removal, or demolition involving any activity regulated by the code for: any one- and two-family dwellings irrespective of size or any accessory building thereto.

### RESTRICTED MASONRY ONLY

Individuals who hold a restricted Masonry-only Construction Supervisor's License shall be limited to the direct supervision of persons engaged in construction, reconstruction, alteration, repair, removal, or demolition involving the elements of fireplaces, chimneys, required means of egress stairs of masonry construction, masonry retaining walls deemed a threat to public safety, health or welfare and which retain four feet or more of unbalanced fill, and other masonry structures for which a building permit is required and that would not fall under the requirements of Section 116 of the Building Code. A restricted Masonry-only Construction Supervisor's License is not sufficient for the construction of masonry buildings for which a broader (unrestricted or restricted one- and two-family) Construction Supervisor License is required, in accordance with Section 108.3.5 and Regulation R5 of the Code.

## FORMAT OF THE EXAMS FOR UNRESTRICTED AND RESTRICTED (One- and Two-Family Only)

### UNRESTRICTED AND RESTRICTED EXAMS

The restricted (one- and two-family only) and the unrestricted examinations are open-book exams consisting of 50 multiple-choice questions. Candidates will have **three** hours to complete the examination. Candidates are permitted to use the *Massachusetts State Building Code*, Sixth Edition, during the exam.

### MASONRY EXAM

The Masonry examination is an open-book exam consisting of 50 multiple-choice questions. Candidates will have **two** hours to complete the examination. Candidates are permitted to use the *Massachusetts State Building Code*, Sixth Edition, during the exam.

### EXAMINATION QUESTIONS

The exam questions are derived from the *Massachusetts State Building Code* as well as from areas of general knowledge and experience which are considered relevant to the duties of construction supervisors in the State of Massachusetts.

## EXAM CONTENT OUTLINES

### UNRESTRICTED AND RESTRICTED (One- and Two-Family Only)

- I. Code Administration (7-9 Questions)**
  - A. Permits, plan submittals, code violations, stop work orders, permit revocations, certificates of occupancy, inspections
  - B. Licensing rules, license revocation or suspension, responsibilities of licensees
  - C. Use groups, construction types, material classifications
  - D. Terminology and definitions
- II. General Knowledge of Quality and Strength of Materials/Design Considerations/Safety (3-5 Questions)**
  - A. Building elements, loads, foundations, walls, columns, beams, girders, trusses, arches, rigid frames, cables, domes
  - B. Selection of materials
  - C. Safety practices and regulations
  - D. Terminology and definitions
- III. Sitework and Foundations (3-5 Questions)**
  - A. Soils and soil testing
  - B. Foundations, settlement, bearing capacity, piers\*, slabs on grade
  - C. Dampproofing, waterproofing, drainage
  - D. Backfilling, demolition, retaining walls
  - E. Terminology and definitions
- IV. Concrete (3-5 Questions)**
  - A. Concrete materials, precast concrete\*, cast-in-place concrete, form work, concrete framing\*, reinforcement, curing and testing, shoring, bracing, grout\*
  - B. Terminology and definitions
- V. Masonry (3-5 Questions)**
  - A. Brick masonry, stone masonry, unit masonry (clay, concrete, hollow, solid, glazed)
  - B. Mortars (types, composition, uses)
  - C. Cold weather and moisture protection
  - D. Reinforcing requirements, procedures\*
  - E. Fireplaces, flues, chimneys
  - F. Terminology and definitions
- VI. Metals (2-4 Questions)**
  - A. Framing (structural, lightgage), metal joists
  - B. Metal decking\*, fasteners
  - C. Steel sizing, designations, connections, connectors, spans, inspection and testing
  - D. Terminology and definitions

*\* Not included in the Restricted Examination*

### **VII. Wood (7-9 Questions)**

- A. Lumber (grades, dimensions, stamps, characteristics, native lumber)
- B. Framing (sizing, spacing, spans, hangers, bracing, notching, boring, anchorage, connections, joints)
- C. Plywood, prefabricated structural wood
- D. Treatment, preservatives, protection against decay and termites
- E. Finish carpentry, heavy timber construction, wood/metal systems
- F. Terminology and definitions

### **VIII. Thermal and Moisture Protection (4-6 Questions)**

- A. Roof types, decks, membrane roofing, metal roofing\*, roofing specialties\*, preformed roof and wall panels\*, roof coverings
- B. Cladding, siding, flashing, sealants, gaskets, insulation
- C. Ventilation, roofing accessories and structures
- D. Terminology and definitions

### **IX. Doors, Windows, and Passages (2-4 Questions)**

- A. Entrances, exits, passageways, corridors\* (direction of travel, dead-end corridors), ramps, emergency egress, handicapped accessibility/egress\*
- B. Stairways (design, tread width, riser height, enclosures, headroom, guards, rails, landings)
- C. Metal doors and frames, wood doors and frames, glass doors, hardware
- D. Window types, metal, wood, glazing procedures, accessories, curtain walls\*, storefronts\*
- E. Safety glazing
- F. Terminology and definitions

### **X. Finishes (1-2 Questions)**

- A. Plaster materials, lathing
- B. Plywood and wallboard, wall covering
- C. Floor systems, finishing, wood flooring, resilient flooring (vinyl, cork, rubber), ceramic and quarry tile\*, carpeting
- D. Acoustical treatment, painting
- E. Terminology and definitions

### **XI. Mechanical Systems (2-4 Questions)**

- A. Heating and cooling systems
- B. Ventilation, air distribution, piping, ducts
- C. Terminology and definitions

### **XII. Fire Protection (2-4 Questions)**

- A. Fire resistance of materials\*, flame spread, fire walls\*, firestopping and draftstopping, fire separation assemblies, fire tests and ratings
- B. Protected openings\*, rated shafts and enclosures\*, fire door assemblies
- C. Fire suppression systems, manual fire alarms\*, heat and smoke detectors
- D. Terminology and definitions

*\*Not included in the Restricted Examination*

**RESTRICTED  
(Masonry Only)**

Individuals who hold a restricted Masonry-only Construction Supervisor's License shall be limited to the direct supervision of persons engaged in construction, reconstruction, alteration, repair, removal or demolition involving the elements of fireplaces, chimneys, required means of egress stairs of masonry construction, masonry retaining walls deemed a threat to public safety, health or welfare and which retain four feet or more of unbalanced fill, and other masonry structures for which a building permit is required and that would not fall under the requirements of Section 116 of the Building Code. A restricted Masonry-only Construction Supervisor's License is not sufficient for the construction of masonry buildings for which a broader (unrestricted or restricted one- and two-family) Construction Supervisor License is required, in accordance with Section 108.3.5 and Regulation R5 of the Code.

In preparation for taking this exam, as a minimum, and only as such chapters relate specifically to masonry issues or the building permitting process, the Building Code appeals process; and/or Construction Supervisor Licensing

requirements and responsibilities, candidates shall become very familiar with Chapters 1, 2, 7, 19, 21, 34 and 36 of the Sixth Edition of the *Code* as well as 780 CMR R5 of the RULES AND REGULATIONS, found in the back of the *Building Code* (also refer to the paragraph below).

The Restricted Masonry Exam. As a minimum, will test applicants on:

- Masonry requirements of the Sixth Edition of the *State Building Code*;
- Building Permit Process;
- Building Code Appeals Process
- Responsibilities of a Licensed Construction Supervisor;
- Other pertinent requirements of the *Building Code* and general practice as such relates to masonry and surrounding structural tie-in;
- General and specific knowledge of masonry construction.

**Note: A calculator is permitted but not necessary**

**SAMPLE QUESTIONS  
Unrestricted and Restricted  
(One- and Two-Family Only)**

The following sample questions illustrate the types of multiple-choice questions in each of the content areas in the exam. The correct answers to these questions are provided at the end of the set of sample questions.

**Directions:** Each of the questions or incomplete statements below is followed by four suggested answers or completions. Select the one that is **best** in each case.

1. Day-care centers shall be classified as which of the following Use Groups?  
(A) I-1  
(B) I-2  
(C) I-3  
(D) I-4
2. What is the minimum allowable clearance of combustible insulating materials from any high heat source?  
(A) 1 in.  
(B) 2 in.  
(C) 3 in.  
(D) 4 in.
3. An attic with a ceiling vapor barrier shall be ventilated by screened openings with a minimum of one square foot of free vent area for how many square feet of ceiling area?  
(A) 150 sq. ft.  
(B) 300 sq. ft.  
(C) 500 sq. ft.  
(D) 1,500 sq. ft.

4. In an approved fire window, 1/4-inch wired glass is limited to a maximum area of  
(A) 100 sq. in.  
(B) 144 sq. in.  
(C) 720 sq. in.  
(D) 1,296 sq. in.
5. All of the following statements are true about the testing of concrete EXCEPT  
(A) Laboratories that perform concrete testing must be licensed.  
(B) Personnel who perform field concrete testing must be licensed.  
(C) Field concrete testing must be witnessed by a registered architect or engineer.  
(D) Concrete cylinders are used to test compressive strength of concrete.

**Answer Key:**

1. B; 2. C; 3. B; 4. D; 5. C

THIS PAGE INTENTIONALLY LEFT BLANK

# MASSACHUSETTS CONSTRUCTION SUPERVISORS LICENSE Examination Registration Form

Is this a Retake Exam ☐ Yes ☐ No  
If yes, complete items 1 through 7 only  
and submit with payment.

1. Name

Print Last Name																Print First name															MI

2. Mailing Address

Number and Street																															
City																					State					Zip Code					

3. Social Security Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Phone Number

(Daytime phone number)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Have you taken this examination previously? ☐ Yes ☐ No

If you have passed the exam, list reason for retaking this exam.

REASON:

6. Date of Birth

Month				Day				Year											

7. Testing Information (This information can be obtained from the Fact Sheet)

License for which you are applying: (If you do not check a box, this form will be returned to you as incomplete)

☐ Unrestricted

☐ Restricted—One- and Two-Family Dwellings

☐ Restricted—Masonry Only

8. Work Experience (Please check appropriate box)

I have had at least three years of building construction or design experience in the field in which I wish to be licensed.

☐ Yes

☐ No

List below the Names and Addresses of employers from whom you have received three years of construction experience. If additional space is needed continue on the back of the form or attach a separate sheet.

**LIST HANDS-ON DUTIES:**  
framing, roofing, form work ↓

From

Mo. Yr.

Employer Name																													

Duties:

To

Mo. Yr.

Number and Street																													

City																					State					Zip Code					

From

Mo. Yr.

Employer Name																													

Duties:

To

Mo. Yr.

Number and Street																													

City																					State					Zip Code					

9. Vocational School (ATTENDED)

From

Mo. Yr.

Vocational School																													

Course of Study:

To

Mo. Yr.

Number and Street																													

City																					State					Zip Code					

(OVER) You must complete the other side

## Examination Registration Form (continued)

### PAYMENT

The \$100 examination fee is payable to Thomson Prometric and must be submitted with this registration form. Fee may be paid by company check, cashier's check, money order, Visa or MasterCard. **PERSONAL CHECKS AND/OR CASH ARE NOT ACCEPTED. REGISTRATION FEES ARE NOT REFUNDABLE.**

If paying by credit card, complete the following:

Card Type (Circle) MC                      Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

### SIGNATURE AND NOTARY (required)

<b>STATE OF MASSACHUSETTS</b> <b>COUNTY OF _____ ss.</b>  Subscribed and sworn to before me this _____ day of _____, 20 _____  Notary Public: _____		<b>Read the following statements carefully and sign this application in the presence of a Notary:</b>  1) I have read and understand the contents of this Bulletin.  2) I solemnly swear that the information provided on this application is true and complete to the best of my knowledge. I authorize Thomson Prometric or the State of Massachusetts to verify this information to determine if I am qualified to take the examination. I understand that presenting false information will cause the forfeiture of all exam and license fees and shall be cause for revocation license (if issued).  3) TAX STATEMENT: Pursuant to the Massachusetts general laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to my best knowledge and belief, I have filed all state tax returns and paid all state taxes required under law.
<b>Printed name</b>	<b>Date signed</b>	<b>Signature</b>

**Complete both sides of this form and mail with examination fee to:**

**Thomson Prometric**  
**ATTN: MA Construction Supervisors Program**  
1260 Energy Lane  
St. Paul, MN 55108

***NOTE: This registration form will be returned if incomplete, unsigned, not notarized or payment is not included.***





1260 Energy Lane  
St. Paul, MN 55108  
800.626.0750

**FIRST  
CLASS  
MAIL**